



Natural Resources Conservation Service
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September 5, 2008

WEST VIRGINIA BULLETIN NO: WV440-8-6

SUBJECT: PGM - Suspension of Application and Contract Management Activities in ProTracts.

PURPOSE: To announce upcoming suspension of application and contract management activities in ProTracts

EXPIRATION DATE: September 30, 2008

Background. ProTracts will undergo annual maintenance and new-year setup activities from September 15 to October 15, 2008. This temporary shutdown coincides with a year-end roll-over of Farm Services Agency (FSA) eligibility databases, and permits fund synchronization with the Foundation Financial Information System (FFIS). As is customary, there will be a tiered suspension of activities. All outstanding eligibility issues must have been resolved by participants by September 5, 2008. After that date FSA cannot guarantee their systems for eligibility and permitted entities will be updateable for their planned rollover on September 19, 2008.

- At close of business, September 15, 2008, no new obligations will be processed in ProTracts.
- All applications that are in the status, "Approved," at close of business on September 15, 2008, will be automatically changed to the status, "pre-approved," to prevent any new obligations of fiscal year (FY) 2008 funds. There can be no hard copy participant or NRCS signatures on Form NRCS-CPA-1202 after this date to imply commitment of FY 2008 program funds.
- Modifications are discouraged after September 15 unless they are needed to process a payment.
- All modifications, not approved in ProTracts by September 22, 2008, will be "rolled back" to their pre-modification status. These modifications can be re-entered in ProTracts, beginning October 2, 2008.
- No payments will be approved in ProTracts from the close of business, September 19, 2008, until October 2, 2008.
- Prior-year subaccounts (cost overrun accounts) will not be distributed until November 2008, due to the on-going agency financial audit. As a result, **only payments that are equal to or less than the obligation amount can be made on prior-year contracts between October 2, 2008 and November 2008.**



- Payments certified and signed by the producer but not yet approved through ProTracts by COB **September 19, 2008**, must be submitted to the State Office Financial Management Division for accrual. This also applies to program contracts outside of ProTracts such as old WHIP and PL-534 contract payments. Please fax 1245s or AD-1161s directly to FNM as soon as they are signed and mail original documentation to SO for payment processing after October 2, 2008.

If you have any questions concerning these or other Farm Bill contracting issues, contact JR Wolfe, Farm Bill Program Specialist at 284-7583, or Bill O'Donnell, ASTC-Programs at 284-7543.

/s/

KEVIN WICKEY
State Conservationist

Dist. A, F